

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

8/11/15

Date

Site	Position	Justification
CC	Instructional Lab Assistant, Int.  Position # IA-00114  FTE: 1.0  11 months  Department: Cuyamaca College Writing Center	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b>                      The current job description includes: Under direction of, and in conjunction with, the faculty Writing Center Director, the Instructional Lab Assistant, Intermediate will see to the smooth functioning of the Writing Center, promote it within and without the department, and maintain and advance Center technology and resources. Among other duties as assigned, the coordinator will set tutoring schedules based on available budgets, oversee tutors and work-study employees, handle payroll, order supplies, maintain technology, and maintain and expand print and electronic resources for tutors, faculty, and students. This individual will arrange class visitations to promote the Center, handle and/or forward student complaints, and conduct staff meetings. Related duties as assigned.</li>   <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy – the current person filling this position is resigning effective 8/7/15.</li> </ul> </li>   <li>• <b>Strategic Staffing Rationale</b>                      Please address at least one of the following items when answering the questions below (provide specific details):                      This position provides essential support for the Writing Center, scheduling and overseeing tutors, managing the Writing Center budget, and collecting data for reporting and analysis. This position is also critical for being able to keep the Writing Center open for 55 hours a week during the fall and spring semesters. This rationale addresses both “critical threshold of educational or support services” and “essential supervision.”</li>   <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position is currently budgeted</li> <li>○ This position is funded with Unrestricted General Funds</li> <li>○ Keycode/Object: 1450801-2210</li> <li>○ Fiscal Impact: \$27,544 Plus benefits</li> <li>○ No RAF impact – Replacement Position</li> </ul> </li> </ul>

<p>CC</p>	<p>Instructional Lab Assistant, Int.</p> <p>Position #IA-00121</p> <p>FTE: .375</p> <p>10 months</p> <p>Department: Cuyamaca College Writing Center</p>	<ul style="list-style-type: none"> <li>• <b>What will the position do?</b> The current job description includes: Under direction of, and in conjunction with, the faculty Writing Center Director, the Instructional Lab Assistant, Intermediate will see to the smooth functioning of the Writing Center, promote it within and without the department, and maintain and advance Center technology and resources. Among other duties as assigned, the coordinator will set tutoring schedules based on available budgets, oversee tutors and work-study employees, handle payroll, order supplies, maintain technology, and maintain and expand print and electronic resources for tutors, faculty, and students. This individual will arrange class visitations to promote the Center, handle and/or forward student complaints, and conduct staff meetings. Related duties as assigned.</li>   <li>• <b>Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy – the current person filling this position is resigning effective 8/7/15.</li> </ul> </li>   <li>• <b>Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details): This position provides essential support for the Writing Center, scheduling and overseeing tutors, managing the Writing Center budget, and collecting data for reporting and analysis. This position is also critical for being able to keep the Writing Center open for 55 hours a week during the fall and spring semesters. This rationale addresses both “critical threshold of educational or support services” and “essential supervision.”</li>   <li>• <b>Budget Impact – Identify the Following:</b> <ul style="list-style-type: none"> <li>○ This position is currently budgeted</li> <li>○ This position is funded with Unrestricted General Funds</li> <li>○ Keycode/Object: 1450801-2217</li> <li>○ Fiscal Impact: \$9,390 No benefits</li> <li>○ No RAF impact – Replacement Position</li> </ul> </li> </ul>
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